Clinical Trial Administrator

Do you want to be part of a dynamic team that drives clinical activities in an inspiring environment? Would you enjoy to work with different projects and with the ability to influence your job? Larix Clinical Operations is now seeking an experienced Clinical Trial Administrator to join our Herlev office.

Larix A/S is a Nordic CRO – we offer full-service solutions within the pharmaceutical and medical device areas. Our headquarters are located near Copenhagen in the middle of the Medicon Valley region, and we have strong ties to the thriving pharmaceutical and biotech activities in this region. We also have local presence in Lund, Oslo and Helsinki.

Clinical Operations consists of experienced and enthusiastic employees responsible for the planning and conduct of clinical activities in the Nordic countries.

At Larix, we maintain a friendly atmosphere – we think having fun while working is important. We are a relatively small company with approximately 70 employees, and we have all the benefits of being able to collaborate across functions, follow clinical study processes from start to finish, and learn from each other. We offer an exciting job in a dynamic company, which is developing extensively. You will have a great influence on the development and on future tasks.

At Larix, you'll be part of our Herlev office and report to our Director Clinical Operations. We are based at Vision House, an exciting and inspiring office environment. You will be part of our experienced clinical operations group consisting of clinical trial administrators, clinical research associates and trial managers, and you will work closely with colleagues from other functions as well.

You will either work from our office in Herlev, but should also be prepared to work at a client's office in the Copenhagen area. Thus, you work not only with different projects but also with a range of different stakeholders.

Your main tasks will include:

- Set up and maintenance of trial master files
- Technical and language quality control of clinical study documents
- Support and contact to project teams
- Contact to study site personnel
- Planning of various meetings

As you are an experienced clinical trial administrator – we will get to know you as a proactive and competent colleague who approaches projects with a team players' spirit. At the same time, you are very good at working independently and are able to plan, structure and prioritize your own tasks. You are an open-minded, co-operative and service-minded person. Moreover:

- You have +3 years of experience in setting up, maintaining and archiving of clinical trial documents from the pharmaceutical industry or other CRO
- You have knowledge and understanding of ICH-GCP regulations for clinical trials
- You have a great attention to detail
- You are a dedicated team player with a high-quality mind-set
- You thrive with a large diversity of tasks – two days are never alike
- You approach your tasks with a "can-do" attitude
- You have excellent oral and written communication skills in Danish and English and preferably Swedish

At Larix, we look forward to welcoming you on board - we offer an attractive salary package including pension scheme, life and medical cover, and the opportunity to work from home from time to time.

You are welcome to contact Iris Koenig, Director Clinical Operations at iko@larixcro.com or call for further information: +45 81 77 37 58. You can also visit our website at www.larixcro.com

To apply for this position, please forward your application and CV to info@larixcro.com no later than 28 February 2018.

Applications will be handled in the order they arrive.